

## Items not to be purchased using a P-Card

- Software
- Printers / Copiers / Scanners
- Computers
- Laptops
- Tablets / iPads
- Audio Video Equipment for Classrooms
- USB Cables
- Monitors
- TV's / Displays
- Adjusting Standing Desks
- External Hard Drives
- Any Internal Components to PC's / Laptops
  - RAM
  - Hard Drives
  - Graphic Cards
  - Etc.
- Webcams

## Items approved for purchase using a P-Card

- Keyboards
- Mouse
- Headphones
- Thumb Drives (Less than \$150)
- Camera Equipment (Less than \$1,000)  
\*\* If not for use as Audio Video Equipment in a Classroom
- Equipment Bags
- Ergonomic Wrist Support
- Toner
- Compressed Air
- Screen Cleaner / Cleaning supplies for PC's / Laptops